

Check the Status of My Processes

To Review or check the status of a process:


1. Navigate to your inbox.
2. Click the Archive tab. Here you will see any business processes with which you have been involved in the last 30 days.
3. Click a task in the left-hand column to see the details, process history, and related links of the selected business process.

The screenshot shows a user interface for viewing a process event. On the left, there is a list of tasks under the 'Archive' tab, including 'Time Entry: Mary Shelley - 30 hours from 09/12/2016 to 09/18/2016'. The main view area displays details for the selected event, including the user 'Mary Shelley', overall process name, status, due date, and calendars in use. At the bottom, a 'Process History' table shows the sequence of steps and their completion details.

Process	Step	Status	Completed On	Due Date	Person	Comment
Enter Time	Enter Time	Submitted	09/09/2016 12:17:25 PM	09/11/2016	James Baldwin	
Enter Time	Approval by Manager	Automatic Approval	09/09/2016 12:17:25 PM	10/02/2016	James Baldwin (Manager)	


Compare My Team

Use the **Compare Team** task to analyze key worker attributes. Search for Compare Team to run task. From the Compare Team task:

1. Click the **Organization** prompt icon  to select the organization to compare employees. Your security settings determine which organizations you can access.
2. Click **OK** to compare the employee's Job and Base Pay information.

Access Analytics During a Process

Embedded analytics are available on select business processes. To access analytics during a process:

1. Click the **View Related Information** icon  in the upper right hand corner of the task or data.